

**BY ORDER OF THE
509TH BOMB WING COMMANDER**



WHITEMAN AIR FORCE BASE

INSTRUCTION 36-2801

6 MARCH 2013

Personnel

RESOURCE ADVISOR OF THE YEAR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

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(Maj William T. Gibson)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards And Decorations Programs*, and references Air Force Instruction 36-2846, *Financial Management And Comptroller Annual Awards Program*, and provides guidance on establishing eligibility criteria, submission format, and selection procedures for management of Whiteman's Resource Advisor of the Year program. This program is designed to recognize the outstanding accomplishments of financial management personnel on Whiteman Air Force Base. This instruction applies to base organizations having an individual, military or civilian, performing the duties and responsibilities of resource advisor. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33 -363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afirms/afirms/>.

1. AWARD CATEGORIES.

1.1. Resource Advisor of the Year – RCM/CCM Level (Group/Squadron).

2. ELGIBILITY CRITERIA.

2.1. Personnel must be serving in the nomination category as of the last day of the award period.

2.2. Personnel must be nominated in the organization to which they are officially assigned.

2.3. Personnel must be a resource advisor, appointed in writing by their respective commander, and on file with 509 Comptroller Squadron/FMA (509 CPTS/FMA).

2.4. Personnel must have been assigned to a 509 Bomb Wing (509 BW) unit a minimum of 7 months during the year nominated to compete for this award.

2.5. There will be one Whiteman Air Force Base yearly winner in the RCM/CCM category. The overall winner will represent the wing at the Financial Management and Comptroller Annual Awards competition at Air Force Global Strike Command.

3. NOMINATION PROCEDURES.

3.1. Units may nominate one individual and do so by submitting one hard copy of the nominees completed AF Form 1206, *Nomination for Award* (see [Attachment 2](#)).

3.2. Nomination packages must be received by 509 CPTS/FMA by 30 September of the current fiscal year.

3.3. The nomination package should be limited to one page and submitted using the front-side of the AF Form 1206. Ensure the package is submitted in bullet format and prepared according to the provided attachments.

3.3.1. Heading explanations are included to help determine where specific items should be placed:

3.3.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant accomplishments and how the nominee exceeded the scope and magnitude of assigned duties or the level of performance (quantify performance measures or performance standards) expected. Describe how member provided superior decision support to the war fighter. Describe how the nominee further attainment of the Financial Management vision, goals, and strategic objectives. Also, consider awards and recognition, significant individual accomplishments, unique job achievements, processed or implemented suggestions, creative and innovative solutions. (70 Points)

3.3.1.2. **SIGNIFICANT SELF-IMPROVEMENT:** Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, professional military education (PME), and so forth. (20 Points)

3.3.1.3. **BASE OR COMMUNITY INVOLVEMENT:** Define the scope and impact of the member's positive leadership and involvement in the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events. (10 Points)

3.3.1.4. **Individual award winners cannot be considered for awards in two consecutive fiscal years.**

4. SELECTION PROCEDURES.

4.1. Financial Management and Comptroller Awards Committee will be comprised of three voting members and one non-voting Board President. **Note:** The Financial Management and Comptroller Awards Committee will review Nominations.

4.1.1. Board President: The Board President will be the 509th Comptroller Squadron Commander and will be a non-voting member. In the event of a tie, the Board President's score will be used to break the tie.

4.1.2. Other Members: The 509th Contracting Squadron Commander (509 CONS/CC), the Financial Analysis Flight Commander, and the Superintendent will serve on the board and will be voting members.

4.2. Scoring: Scoring nomination submissions will be accomplished by package only and utilizing the provided score sheets. Board members will receive copies of all nomination packages with an attached score sheet. Board members are to score each package using the scoring scale provided on the score sheet and return to 509 CPTS/FMA by the end of the first full week in October.

5. AWARDS AND PRESENTATIONS.

5.1. The RCM /CCM level annual award winner will be recognized at the first Financial Management Board (FMB) in the new fiscal year. The winner will receive an engraved plaque, clock, or similar item and their picture will be posted in the 509th Comptroller Squadron.

THOMAS A BUSSIERE, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 36-28, *Awards And Decorations Programs*, 30 July 2012

AFI 36-2846, *Financial Management And Comptroller Annual Awards Program*, 21 April 2012

Prescribed Forms

Any Forms Prescribed (NEW)

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

509 BW—509th Bomb Wing

509 CONS/CC—509th Contracting Squadron Commander

509 CPTS/FMA—509th Comptroller Squadron Financial Management Analysis

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Prescribing Directive

AFRIMS—Air Force Records Information Management System

FMB—Financial Management Board

OPR—Office of Primary Responsibility

PME—Professional military education

RCM/CCM—Responsibility Center Manager/Cost Center Manager

Attachment 2

RESOURCE ADVISOR GRADING SHEET

Table A2.1. Recourse Advisor Grading Sheet.

Resource Advisor and Civilian of the Year						
	Criteria					
	Leadership and Performance in Primary Duties	Significant Self Improvement	Base or Community Involvement			
Nominee	70 pts	20 pts	10 pts	Total Score		Final Rank

Note: Include score sheet with package and send to 509 CPTS/FMA Flight Chief**